



Utah Division of Facilities Construction and Management




OPEN-ENDED MULTI-STEP PRE-QUALIFICATION PROCESS FOR
GENERAL/MECHANICAL/ELECTRICAL/ROOFING/PAVING/SITE CIVIL
CONTRACTORS

Who is DFCM

Division of Facilities Construction and Management

The Construction Management section of DFCM is responsible for constructing state facilities.

After buildings are approved and funded by the Utah State Legislature, the Construction Management Team is responsible for the following:

- 
- Establish Capital Budget Estimate (CBE)
 - Architect or Engineer Procurement
 - Construction Procurement
 - Value Management
 - Oversee Design and Construction
 - Building Operations & Maintenance Training
 - Monitor Warranty Period
 - High Performance Building Standards
 - Provide Support



Capital Improvement Projects

If a project's total budget is less than \$3.5 million, or if the project is less than \$500,000 of new space, or if it's an infrastructure upgrade with a budget of less than \$7.5M, it's an improvement project. Any roofing, paving, hazmat, remodel, or even a new project that meets these criteria falls into this category. Work includes civil, utility, parks, courts, jails, armories, schools, general, mechanical, and electrical.

How to Become a DFCM Pre-qualified Contractor

- Create a U3P account
 - The first step to doing work for DFCM is to create a U3P account (the State's supplier portal). Not only do we post solicitation for our jobs on U3P, we also post solicitations for contractors to be added to our Pre-qualified Contractor's list as well. Many of our jobs are only available to contractors on our Pre-qualified list.



Select the appropriate DFCM commodity code when creating your account

- DFCM – 99901
- Electrical – 72151
- Roofing – 72152
- Paving – 72140/72141
- General (New Building/Remodel – 72120/72121
- Mechanical – 72151
- Site Work - 72102

Watch for a solicitation on U3P

- All of DFCM's pre-qualification solicitation will be run through the State's Utah Public Procurement Place (U3P).
- The solicitation is advertised every 6 months
 - December to qualify in January
 - June to qualify in July.



Know and submit your documents on time

- You will need to submit your documents by the date and time listed in the solicitation's project schedule.
- Pay close attention to the schedule of events and their deadlines.

DFCM reviews your submission

- DFCM evaluated your documents based on the requested criteria in the solicitation to determine if you qualify.
- If you are pre-qualified, you can begin bidding on jobs with DFCM.

EXAMPLE SOLICITATION

REQUEST FOR STATEMENT OF QUALIFICATIONS

OPEN-ENDED MULTI-STEP
PRE-QUALIFIED BIDDING PROCESS FOR
GENERAL/MECHANICAL/ELECTRICAL/ROOFING/
PAVING/SITE CIVIL CONTRACTORS

FY2020 NEW VENDOR

STAGE I
MULTIPLE CAPITOL IMPROVEMENT PROJECTS

January 17, 2020

Division of Facilities Construction and Management

CONTRACTORS NOT ON THE CURRENT PRE-QUALIFIED LIST

The following minimum mandatory criteria must be fully complied with in order to be consider for having the statement of qualifications scored by the selection committee:

- Cover Letter
- Termination and Debarment Certificate
- Bid Bond Letter of Recommendation
- Copy of Contractor's License
- Past Performance References
- Statement of Qualification

**FIRMS THAT DO NOT SUBMIT ALL REQUIRED DOCUMENTS
WILL BE CONSIDERED NON-RESPONSIVE**

Cover Letter

- This form should be the first page of your firm's submittal
- Firms seeking pre-qualification for more than one discipline will need to submit a separate proposal for each discipline

NEW VENDOR **COVER SHEET**

This form should be the first page of your firm's submittal

SUBMITTED TO: dfcmcontracts@utah.gov

Date Submitted:

CHECK ONLY ONE:

- ☐ **General** - Projects that have a variety of scope and will include multiple trades will be bid under this area
- ☐ **Mechanical** - Primary Scope of project is upgrades to Mechanical equipment, ductwork and plumbing
- ☐ **Electrical** - Primary scope of projects is upgrades to electrical equipment including service upgrades, wiring and lighting upgrades
- ☐ **Roofing** - Roof replacements and major repairs
- ☐ **Paving** - Projects that include new and/or replacement asphalt and other paving maintenance
- ☐ **Site/Civil** - Projects that include mainly earthwork and excavation type projects (firms that are currently prequalified under General can re-certify under this discipline)

General Contractors and Paving Contractors that are on the current approved list and can certify that they can self-perform the majority of work that would be done on site/civil projects, will be added in the category as long as they certify on their registration and certification form that they can self-perform this type of work.

***Firms seeking pre-qualification for more than one discipline will need to submit a separate proposal for each discipline

LEGAL FIRM NAME: _____

BUSINESS ADDRESS: _____

*CONTACT PERSON: _____

PHONE: _____

E-MAIL: _____

**** Utah Public Procurement Place (U3P) will be utilized for bidding Stage II Projects.**

Termination and Debarment Certificate

- Certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any government department or agency
- Must also certify that neither it nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination

TERMINATION AND DEBARMENT CERTIFICATE

Firm Name: _____

This letter is to certify that the referenced firm or any of its principles, have not been and are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from soliciting work for any government department or agency.

This firm also certifies that neither the firm nor its principles have been terminated during the performance of a contract or have withdrawn from a contract to avoid termination.

Signature: _____

Date: _____

Title: _____

Bid Bond Letter of Recommendation

- **Verification of Bonding capability**
 - Provide a letter from you bonding agency or surety addressing the following:
 - Name of Surety (surety must be licensed in Utah, have an A.M. Best rating of A X or better, and listed in U.S. Treasury Circular 570 of acceptable sureties)
 - Name and phone number of surety underwriter (not agent)
 - Has any surety ever paid a claim or finished a project for this entity
 - Largest bid bond issued for this entity in the last three years
 - Largest performance and payment bond issued for this entity in the last three years
 - Date and amount of last performance and payment bond issued for this entity
 - Single-project and aggregate bonding capacity of this entity
 - Surety acknowledgement that they have reviewed the RFS
 - Surety letter to be signed by an Attorney-in-Fact for the surety and a copy of his Power of Attorney is attached to the bonding reference

Copy of Contractor's License

- Verification of current required licensing

STATE OF UTAH DEPARTMENT OF COMMERCE DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING ACTIVE LICENSE		
EFFECTIVE DATE:	10/27/2000	
EXPIRATION DATE:	11/30/2015	
ISSUED TO:	T & M MANUFACTURING, INC. 1110 N 1000 W PO BOX 307 TREMONTON UT 84337	
REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAIL(S)		
1402087-5501	Contractor With LRF	DBAs: None Associated
E100, S320		



Form 61

Past Performance and References

- Only provide references on projects where your firm was the **PRIME CONTRACTOR** on and held the contract
- List references on at least five projects that have been completed in the last five years
- If a minimum of three DFCM past performance rating are not available, a rating will be established using any DFCM past performance ratings that are available, supplemented by non-DFCM owner references supplied by the contractor
- Required to average 4.0 out of 5.0 rating or higher, based upon scoring by DFCM or outside ratings provided by the contractor

Past Performance and References

- It is the firm's responsibility to provide adequate references in compliance with the RFS.
- For non-DFCM projects, provide the following information:
 - **Name of Project**
 - **Location of the project** – include city and state where the work was performed.
 - **Point of Contact** – Name, email and phone number of the person who will be able to answer any customer satisfaction question.
 - **Date Completed** – Date when the work was completed.
 - **Total construction cost** – Size of project in dollars
 - **Project type/Services provided** – Type of the project (i.e.: School, Offices, Warehouse, etc.)

Past Performance and References

Past Performance Evaluation Rating Form

Firms will be rating in accordance to the following rating guidelines:

- Quality of Product or Services
- Cost Control
- Timeliness of Performance
- Business Relations

STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES Clear Form

DAS Utah Division of Facilities Construction and Management

4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 536-3018
Website: <http://dofas.utah.gov/>

PAST PERFORMANCE RATING EVALUATION

Today's Date Firm Name 0

Firm Contact Firm Address

Firm Contact Title City, State & Zip Code

E-mail Address Phone Number

DFCM Project No. Project Name / Title

Name of Evaluator / Title Evaluator Contact (phone/fax) Project Completion Date

Service Provided (e.g. design work, construction services, study, commissioning, etc.) Contract Amount \$

Use the Rating Guidelines provided as guidance in making the evaluation. Assign each area a rating of 1 (Unsatisfactory), 2 (Below Average), 3 (Average), 4 (Above Average), or 5 (Exceptional). Summarize by providing comments on firm's performance in any of the four categories if the firm has demonstrated an above average performance level, or an below average performance level.

Rating Guideline	QUALITY OF PRODUCT OR SERVICES	COST CONTROL	TIMELINESS OF PERFORMANCE	BUSINESS RELATIONS
5 - Exceptional	Contractor/CD has demonstrated an exceptional performance level in any of the above four categories that justify adding a point to the score. Contractor performance clearly exceeds the performance levels described in "Very Good".	Contractor/CD is effective in managing costs and budgets, correct, accurate, and complete billing.	Contractor/CD is effective in meeting milestones and delivery schedules.	Response to inquiries, administrative and other issues is effective.
4 - Above Average	Contractor/CD is in compliance with contract requirements and/or details, quality and performance.	Contractor/CD is usually effective in managing costs and budgets, correct, accurate, and complete billing.	Contractor/CD is usually effective in meeting milestones and delivery schedules.	Response to inquiries, administrative and other issues is effective.
3 - Average	Minor deficiencies/omissions have been identified.	Contractor/CD is usually effective in managing costs and budgets, correct, accurate, and complete billing.	Contractor/CD is usually effective in meeting milestones and delivery schedules.	Response to inquiries, administrative and other issues is effective.
2 - Below Average	Major problems have been identified.	Contractor/CD is having major difficulty managing costs and budgets, correct, accurate, and complete billing.	Contractor/CD is having major difficulty meeting milestones and delivery schedules.	Response to inquiries, administrative and other issues is marginally effective.
1 - Unsatisfactory	Contractor/CD is not in compliance with contract requirements and/or details, quality and performance.	Contractor/CD is unable to manage costs and budgets, correct, accurate, and complete billing.	Contractor/CD is unable to meet milestones and delivery schedules.	Response to inquiries, administrative and other issues is not effective.

RATE THE FOLLOWING **COMMENTS**

Quality of Product or Services ☐

Cost Control ☐

Timeliness of Performance ☐

Business Relations ☐

Overall Rating 0

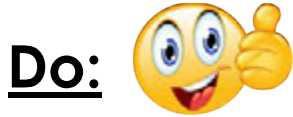
Statement of Qualifications / Management Plan

- A concise document that indicates experience and qualification of:
 - a) Both the Entity and their key individuals (Org Chart)
 - b) Information on type of projects that have been completed by the Entity and their key individuals
 - c) List projects – indicate the type of projects, dates, size and the responsibility of the key individuals on the projects
 - d) Experience and special qualifications of the entity that are applicable to this pre-qualification
 - e) How subcontractors and vendors are selected and managed
 - f) Entity's safety policy and job site management

Proposal – putting it all together

- Font – no smaller than 12
- Use tabs in your proposal to identify requested criteria in the solicitation
- Pay close attention to the following:
 - Project Schedule – Deadlines for submission
 - Detailed requirements that are requested in the Statement of Qualifications/Management Plan
 - Page limits

Proposal - Do's & Don't



- Be concise
- Play up your strengths
- Explain what processes you will employ to be successful
- Be clear about levels of authority
- Submit all required documents thru U3P by the date and time indicated on the schedule



- Don't be late
- Don't email your documents
- Don't provide irrelevant information
- Don't assign unqualified personnel

DFCM Contact Information

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801-309-9585

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4315 South 2700 West, 3rd Floor

Taylorsville, UT 84129

Reception Desk: 801-957-7230

Questions



